

**Spencer County Health Department  
Inspection Checklist  
For  
Body Art Establishments**

Establishment: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact/Title: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Hours of Operation: \_\_\_\_\_ Inspection Date: \_\_\_\_\_  
 Procedures Performed On-Site: \_\_\_\_\_

**PREMISES REQUIREMENTS**

	No body art shall be conducted in any room used as living quarters, in any room that opens directly in living or sleeping quarters, or in mobile or temporary units.
	Live animals are excluded except for patrol or guide dogs.
	Hand sink with hot and cold water and wrist, elbow, infrared or foot-operated fixtures and shall be readily accessible in the same room where body art is provided, supplied with soap and disposable paper towels.
	A sink, with hot and cold running water, must be provided for the preparation, cleaning and disinfection of tools and equipment located in a dedicated area separated from the body art room at least by a permanent partition. Cannot be located in a bathroom.
	Hand sink must be readily accessible in the preparation area with hot and cold running water, wrist, elbow, infrared or foot-operated fixtures supplied with soap and disposable paper towels.
	Service/mop sink must be provided with hot and cold running water, and is to be separated from the above areas.
	Dry, clean cabinet/tightly covered container available for storing body art/piercing instruments.
	Premise is maintained in a clean and sanitary fashion.
	All work surfaces, displays or doorknobs are non-absorbent, easily cleanable, smooth, free of breaks, open seams, chips, pits and similar imperfections.
Notes:	

## SANITATION

	All equipment and surfaces are cleaned and decontaminated between each client and at the end of the work shift (use EPA approved tuberculocidal solution or sodium hypochlorite, five-tenths percent (0.5%) concentration, dated and not more than 24 hrs. old)
	Protective coverings (i.e. plastic wrap) are removed and replaced when they become overly contaminated or between each client.
	Eating, drinking, smoking, applying cosmetics and live animals are not allowed in areas of occupational exposure.
	The skin surrounding the area of the procedure is washed with antimicrobial soap prior to a procedure.
	All instruments are stored in sterile packages until body art/piercing is performed.
	Masks in combination with eye protection devices are available.
	Operator wears disposable medical gloves while performing all body art procedures.
	Gloves are discarded after completion of each procedure, between clients, or when torn, punctured, compromised, or contaminated. Gloves should be stored in a very clean, closed container when not in use.
	Hands are washed after glove removal and prior to re-gloving.
Notes:	

## SINGLE-USE ITEMS

	<b>EQUIPMENT</b>
	Needles and razors are single-use only.
	Body art stencils are single-use and shall be properly disposed of.
	All dyes, pigments, and sharps are specifically manufactured for performing body art procedures and are from a professional supplier.
	<b>USAGE/PRACTICES/HANDLING PROCEDURES</b>
	All sharps are cleaned and sterilized prior to use and stored in paper peel-packs.
	Paper peel-packs are stored in a dry, clean cabinet/container.
	Petroleum jellies, soaps, and other products used in the application of stencils are dispensed and applied in a manner in which prevents contamination of original source container.
	Quantity of dye to be used for one tattoo is transferred from the original bottle into a sterile, single-use container immediately before the procedure, and disposed of at the completion of the procedure.
	After use, single-use items are immediately disposed of in approved containers.
	Any object placed under the skin shall be sterile.
	Contaminated needles are not bent, broken, or otherwise manipulated by hand.
	In the event of blood flow, all products used to absorb blood are single-use and disposed of in approved containers.
	Single-use items are not used on more than one customer.
Notes:	

### REUSABLE EQUIPMENT

	Placed in puncture-resistant containers
	Labeled with the biohazard symbol
	Leak proof on both sides and bottom
	Stored in a manner that does not require reaching by hand into the container where the equipment is stored until cleaning prior to sterilization.
	Contaminated equipment effectively cleaned prior to sterilization.
	Reusable tubes effectively cleaned and sterilized before use.
Notes:	

### STERILIZATION OF NON-DISPOSABLE EQUIPMENT

	All non-disposable instruments are cleaned after each use with an antimicrobial soap solution and hot water or an appropriate disinfectant.
	If ultrasonic unit is used, it is operated in accordance with manufacturer's instructions.
	All non-disposable equipment is autoclaved after the initial cleaning.
	<b>AUTOCLAVE</b>
	Auto clave is used, cleaned and maintained according to manufacturer's instructions.
	Copy of manufacturer's recommended procedure for operation is available.
	Each peel-pack contains only one needle and one tube.
	Spore tests: bacillus stearothermophilus; performed monthly, records maintained.
Notes:	

### WASTE DISPOSAL

	Sharps and potential sharps are placed in infectious waste containers.
	<b>SHARPS CONTAINERS</b>
	Leak/puncture resistant container labeled with the biohazard symbol.
	Can be tightly sealed to prevent expulsion.
	<b>NON-SHARPS CONTAINERS</b>
	Impervious to moisture.
	Sufficient strength and thickness to prevent expulsion.
	Secured to prevent leakage expulsion.
	Labeled with the biohazard symbol.
	<b>PRIOR TO FINAL DISPOSAL</b>
	Locked or otherwise secured to eliminate access by or exposure to the general public.
	Protection from environmental conditions and vermin.
	Prominently displayed biohazard symbol.
	Reusable containers are disinfected each time they are emptied unless the surfaces have been protected by liners, bags or other devices that are removed with the infectious waste.
	Waste hauler approved by the department.
Notes:	

## TRAINING AND POLICIES

	<b>TRAINING</b>
	Provided for all employees and/or anyone acting on behalf of the establishment
	Performed prior to occupational exposure with blood or bodily fluids.
	Blood borne pathogen (29CFR 1910.1030)
	CPR
	First Aid
	Handling of infectious waste.
	Universal precautions standards.
	Records of participation/attendance available.
	<b>WRITTEN POLICY</b>
	Requires the use of universal precautions.
	Patron's rights.
	Requires safe handling of infectious waste.
	Information on how to report violations of universal precautions and shall include the Department's duties to investigate.
	Includes sanctions for failure to follow requirements.
Notes:	

## ESTABLISHMENT RECORDS

	Full name, date of birth, gender, home address, home/work phone numbers.
	ID photo's of all operators, body artists and other employees
	Detailed job description for each individual listed.
	Establishment name and hours of operation.
	Owner's name and address
	Complete description of all procedures performed.
	Inventory of all instruments
	Inventory of all body jewelry
	Inventory of all sharps and inks, including names of manufacturers and serial/lot numbers, if available or applicable.
	Copy of Spencer County Ordinance Regulating Body Art Establishments, Ordinance No. 2003-04.
	Licenses of all body artists and the body art establishment prominently displayed.
	Hepatitis B vaccination series, dates, or signed refusal, titer
	Cross contamination prevention and infection control must be documented (Sec. 8, #5)
	<b>STERILIZATION</b>
	Duration of sterilization technique.
	Determination of effective sterility, such as use of biological indicator, performed monthly.
	Proof that owner's manual of equipment is reviewed monthly.
Notes:	

### **PATRON'S RECORDS**

	Maintained for two years.
	Patron's name, address, age (two ID's – one government issued).
	Date of body art/piercing, design, location on body.
	Name of body artist who performed the work.
	Parental consent in writing if under 18 years of age and present at the time the body art is provided.
Notes:	

### **POST BODY ART INFECTION PREVENTION**

	Provides instruction to its clients in methods to prevent infection
	Seek medical attention if infected.
Notes:	

### **PATRON'S RIGHTS**

	<b>WRITTEN MATERIAL AVAILABLE</b>
	Explanation of universal precautions.
	Information on how to report a violation of universal precautions standard.
	Explanation of patron's rights.
	Information on registering a complaint.
Notes:	